



City Of Baltimore  
DEPARTMENT OF RECREATION AND PARKS

Permit Office - 3001 East Drive  
Baltimore Maryland 21217

General Information 410.396.6003 Permit Office 410.396.7070 Fax 410.889.3856



**INNER HARBOR PARK-SPECIAL EVENT APPLICATION**

1. Nonprofit Organization applying for Inner Harbor Special Event Permit:

ORGANIZATION: \_\_\_\_\_  
TELEPHONE: ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
Street City State Zip Code

2. Person responsible for conducting the special event, solicitation or public assembly:

NAME (AND TITLE): \_\_\_\_\_  
TELEPHONE: ( ) \_\_\_\_\_ PAGER ( ) \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
Street City State Zip Code

3. Name of event? \_\_\_\_\_

4. Type of Event (PLEASE CHECK AS MANY AS APPLICABLE BELOW):

☐ Assembly (Public) ☐ Entertainment ☐ Parade (\*) ☐ Solicitation (Donations)  
☐ Concert ☐ Environmental ☐ Race (Foot) (\*) ☐ Solicitation (Petition)  
☐ Educational ☐ Leafleting ☐ Rally ☐ Walk-A-Thon (\*)

OTHER (Please describe): \_\_\_\_\_

(\*) NOTICE: **PARADES/RACES/WALK-A-THONS—A COPY OF YOUR PROPOSED ROUTE AND/OR MAP, INCLUDING ASSEMBLY AND DISBANDING AREA MUST BE ATTACHED TO THIS APPLICATION. ALSO, PLEASE CONTACT THE DPW SPECIAL EVENTS OFFICE (410)396-1916 TO APPLY FOR A PERMIT.**

5. What is the purpose of the event? (please explain, or attach a copy of your agenda or planned activities)

\_\_\_\_\_  
\_\_\_\_\_

6. Requested Date(s) and Times(s) for this event are as follows (please fill in below): **NOTICE: NO RAIN DATES. NOT MORE THAN FIVE (5) EVENT DATES (CONSECUTIVE OR NON CONSECUTIVE) PER APPLICATION OR LOCATION. ALSO NOTE: IF MORE THAN ONE (1) DATE IS REQUESTED, THERE IS A FEE OF \$10.00 PER ADDITIONAL DAY REQUESTED (IN ADDITION TO THE REGULAR APPLICATION FEE).**

EVENT ACTIVITIES	STARTING DATE(S)	ENDING DATE(S)	STARTING TIME	ENDING TIME
SET UP DATE(S)				
ACTUAL EVENT DATE(S)				
TAKE DOWN DATE(S)				

7. Please check the Inner Harbor Park LOCATION(s) requested for this event:

☐ McKeldin Square ☐ Kaufman Pavilion ☐ Rash Field

**NOTICE THE FOLLOWING INNER HARBOR PARK LOCATIONS ARE FOR EVENTS SPONSORED BY THE CITY OF BALTIMORE ONLY**

☐ Amphitheater & Steps ☐ Bicentennial Plaza ☐ Ceremonial Steps

8. How many participants (i.e., volunteers, walkers, etc.) and spectators are anticipated daily? \_\_\_\_\_

Date Recvd \_\_\_\_\_ Application Fee \_\_\_\_\_ Area/Pavilion Fee \_\_\_\_\_ Security Deposit \_\_\_\_\_ Application #/H \_\_\_\_\_

9. Is this a first time event for you or the sponsoring organization at this location? \_\_\_\_ YES \_\_\_\_ NO
- a. If NO, how does this event differ from previous years? \_\_\_\_\_
- b. Attendance totals for last event: \_\_\_\_\_ DAILY TOTAL \_\_\_\_\_ OVERALL TOTAL
10. How do you plan to publicize this proposed event? (If available, please attach a copy of publicity plan or flyer.)  
\_\_\_\_\_  
\_\_\_\_\_
11. Will any signs, banners, or flyers be hung or posted (other than on stages or booths)? \_\_\_\_ YES \_\_\_\_ NO  
**NOTICE: IT IS A VIOLATION OF THE DEPARTMENT OF RECREATION & PARKS' RULES AND REGULATIONS TO POST OR HANG IN ANY MANNER, DIRECTIONAL MARKERS, NOTICES, OR BANNERS TO ANY TREE OR LAMP POST.**
12. Please describe the proposed location(s) of the signs, banners, etc. (attach a site plan if available):  
\_\_\_\_\_  
\_\_\_\_\_
13. Will any public street(s) need to be partially closed or blocked off in conjunction with this event? \_\_\_\_ YES \_\_\_\_ NO  
**NOTICE: IF YES, THE APPLICANT MUST OBTAIN A SPECIAL EVENT PERMIT FROM THE DPW SPECIAL EVENT OFFICE, (410)396-1916, MUNICIPAL BLDG., 200 N. HOLIDAY ST., LOBBY, BALTIMORE MD 21202.**
14. Do you plan to erect temporary structures, such as STAGES, BOOTHS, TABLES, TENTS, DISPLAYS, ETC., for this event? \_\_\_\_ YES \_\_\_\_ NO
- a. If YES, please describe below including size(s), how many, capacity, etc. A site plan and/or drawing must be included with this application showing the location of all items.  
STAGES: \_\_\_\_\_  
BOOTHS/TABLES: \_\_\_\_\_  
DISPLAYS: \_\_\_\_\_  
TENTS: \_\_\_\_\_  
OTHER EQUIPMENT: \_\_\_\_\_
- b. If tent(s) will be erected, list the name of tent company, address, telephone number and the contact person's name:  
NAME OF TENT COMPANY: \_\_\_\_\_  
  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_  
**NOTICE: PLEASE CONTACT THE DEPT. OF HOUSING & COMMUNITY DEVELOPMENT, BUILDING INSPECTIONS (410)396-3470, AND THE BCFD FIRE PREVENTION BUREAU (396-4058) TO APPLY FOR ADDITIONAL PERMITS.**
15. Will any type of sound amplifying equipment or devices be used in conjunction with this event? \_\_\_\_ YES \_\_\_\_ NO  
If YES, please list the type of equipment: \_\_\_\_\_  
\_\_\_\_\_  
**NOTICE: IF SOUND AMPLIFICATION DEVICES, EQUIPMENT, DRUM(S), ETC., ARE USED DURING AN EVENT, ALL AMPLIFIED SOUND MUST CEASE BY 9:00 P.M., EXCEPTION: CITY OF BALTIMORE SPONSORED "SPECIAL EVENT". AMPLIFIED SOUND AND/OR MUSIC MUST NOT INTERFERE WITH OTHER INNER HARBOR ACTIVITIES OR DISRUPT THE OPERATION OF BUSINESSES IN THE AREA.**
16. Do you plan to provide musical entertainment for this event? \_\_\_\_ YES \_\_\_\_ NO  
If YES, please describe below (i.e., Big Band, Reggae Band, Singer, etc.): \_\_\_\_\_  
\_\_\_\_\_

17. Do you plan to provide other entertainment for this event? ☐ YES ☐ NO  
If YES, please describe below, or attach a copy of your planned program: \_\_\_\_\_

18. Do you plan to have animals on site during this event? ☐ YES ☐ NO  
If YES, please list how many, the type of each animal; what provisions have been made for the care, containment, and waste removal of these animals? Please give a contact person's name and phone number below: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

DAYTIME PHONE: ( ) \_\_\_\_\_

**NOTICE: PONY RIDES ARE NOT PERMITTED IN PARKS/PLAZAS UNDER THE JURISDICTION OF CITY OF BALTIMORE DEPARTMENT OF RECREATION AND PARKS.**

19. Are you providing a generator as a power source? ☐ YES ☐ NO

20. Are you requesting the use of electricity? ☐ YES ☐ NO

If YES, please list operational needs: \_\_\_\_\_

21. Is a power source available at the proposed location? ☐ YES ☐ NO

If YES, is access available or will it have to be turned on (please explain): \_\_\_\_\_

22. Will electrical wiring need to be installed? ☐ YES ☐ NO

**NOTICE: IF YES, YOU MUST CONTACT THE DPW SPECIAL EVENT OFFICE (396-6865), AND PROVIDE A SITE PLAN LISTING ELECTRICAL NEEDS.**

23. Is this event free and open to the public? ☐ YES ☐ NO

24. Will "FREE WILL" donations/contributions be accepted or solicited during this event? ☐ YES ☐ NO

a. If YES, please explain how these donations will be generated or solicited: \_\_\_\_\_

b. List all parties who will receive the proceeds from the donations or contributions: \_\_\_\_\_

25. Do you plan to distribute literature, merchandise, food or refreshments (on a NON-SALE BASIS ONLY, MUST BE FREE TO THE PUBLIC), in conjunction with this event? ☐ YES ☐ NO

If YES, please explain: \_\_\_\_\_

**NOTICE: A FOOD PERMIT MAY BE REQUIRED IF FOOD/ REFRESHMENTS ARE SERVED IN CONJUNCTION WITH AN EVENT. PLEASE CONTACT THE BCHD FOOD PERMITS DESK (396-4544).**

26. Will gas grills or propane stoves, etc., be used during this event? ☐ YES ☐ NO

**NOTICE: THE APPLICANT/PERMITTEE MUST PROVIDE APPROPRIATE SAFETY EQUIPMENT (FIRE EXTINGUISHERS, ETC.). OPEN BURNING AND/OR GROUND FIRES ARE PROHIBITED.**

27. Do you plan to SERVE (ON A NON SALE BASIS ONLY) beer or light wine during this event? ☐ YES ☐ NO

**NOTICE: A LIQUOR LICENSE IS REQUIRED. CONTACT THE LIQUOR LICENSE COMMISSIONER'S OFFICE (396-4377).**

28. How many port-a-johns are you providing for your event, and where will they be set up?

**NOTICE THIS SERVICE IS NOT PROVIDED BY THE CITY OF BALTIMORE. PLEASE CHECK YOUR YELLOW PAGES FOR SUPPLIERS.**

29. Please describe how do you plan to remove refuse and garbage from the event site, and list the Clean up Committee Chairperson's contact information: \_\_\_\_\_  
\_\_\_\_\_  
**NAME:** \_\_\_\_\_ **DAYTIME PHONE:** (     ) \_\_\_\_\_
30. Do you require additional trash receptacles, dumpster(s), or load packer(s) for this event? \_\_\_ YES \_\_\_ NO  
**NOTICE: ADDITIONAL FEES ARE CHARGED BY THE BUREAU OF SOLID WASTE, WHEN EXTRA TRASH RECEPTACLES, DUMPSTER(S) or LOAD PACKER(S) ARE PROVIDED FOR SPECIAL EVENTS.**
- a. If YES, please list how many on the appropriate line below:  
\_\_\_ **TRASH RECEPTACLES**     \_\_\_ **DUMPSTER(S)**     \_\_\_ **LOAD PACKER(S)**
- b. Where exactly at the event site should the above items be delivered? (Attach a site plan if special placement is requested) \_\_\_\_\_  
\_\_\_\_\_
31. What are your plans for providing security, traffic and/or crowd control? Please list contact person, phone number, and the name and address of security firm, if applicable. \_\_\_\_\_  
\_\_\_\_\_  
**CONTACT PERSON:** \_\_\_\_\_ **PHONE:** (     ) \_\_\_\_\_  
**NAME OF SECURITY FIRM:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_
32. What are your plans for providing emergency medical/services? \_\_\_\_\_  
\_\_\_\_\_
33. Are there any special provisions pertaining to your event which has not been addressed on this application? \_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitting this Inner Harbor Special Event Application is not a confirmation to conduct your planned event. If the date and/or location requested is not available or if the location requested is not an approved site to conduct your proposed event, you will be contacted by the Department and alternate arrangements will be suggested or made. Your confirmation will be in the form of a PERMIT, issued to the Organization and/or person responsible for conducting the event. Please DO NOT SEND OUT EVENT NOTICES, PUBLICITY, FLYERS, ETC., prior to receiving this confirmation.

If this event will generate proceeds, funds or donations, YOU MUST INCLUDE PROOF OF YOUR ORGANIZATIONS NONPROFIT PROFIT STATUS with this application. (I.E., Tax-Exempt Recognition from the Internal Revenue Service; Maryland State Department of Assessments and Taxation or a copy of the page from the Baltimore City Community Organization Directory with the community organization listed and circled. Also, please remember, SELLING, VENDING, PROMOTION OF A PRODUCT, BUSINESS OR SERVICE, IS NOT PERMITTED IN CONJUNCTION WITH PERMITTED EVENT ACTIVITIES HELD AT THE INNER HARBOR PARK LOCATIONS.

By signing and submitting this application, you and/or the sponsoring organization(s) agree to abide by the rules and regulations of the Department of Recreation and Parks, especially those rules and regulations pertaining to permits.

All fees, agency reimbursement costs (i.e., security, traffic control, electric, clean up, etc.), security deposits, and/or additional documents (i.e., Site Plan(s), proof of Liability Insurance, Nonprofit Status, etc., if required), must be paid and/or received by the permit office before your permit is issued. Please place a check mark (✓) next to all items included and/or attached to this application:

<input type="checkbox"/> APPLICATION FEE (\$35.00)	<input type="checkbox"/> ADDITIONAL DATE(S)/USER FEE
<input type="checkbox"/> ADDITIONAL EVENT INFORMATION	<input type="checkbox"/> EVENT SITE PLAN
<input type="checkbox"/> REFUNDABLE SECURITY DEPOSIT (\$1,000)	<input type="checkbox"/> PROOF OF NONPROFIT STATUS
<input type="checkbox"/> LIABILITY INSURANCE (\$1,000,000)	<input type="checkbox"/> AREA/PAVILION FEE (\$100.00 EACH)

**PLEASE NOTE:** If they require liability insurance, a copy of the certificate of Insurance must be submitted to the Permit Office ONE (1) MONTH PRIOR TO THE PROPOSED EVENT. The certificate of insurance MUST HAVE THE FOLLOWING WORDING included in the description box:

"The Mayor and City Council of Baltimore City, the Departments of Recreation & Parks, Public Works and Employees of the City of Baltimore are named as additional insured for (INSERT NAME OF EVENT) on (LIST EVENT DATES, INCLUDING STARTING SET UP DATE THROUGH ENDING TAKE DOWN DATE) to be held at (INSERT EVENT LOCATION)."

Permits will only be issued to persons 21 years of age or older with a phot ID, and permits are non-transferable.

**NO CASH or PERSONAL CHECKS.** Payment of fee(s) must be in the form of a Cashiers Check, or Money Order ONLY!, payable to the Director of Finance

PLEASE SIGN AND DATE (BELOW) BEFORE RETURNING THIS APPLICATION

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Please Print Applicants Name Here

Return this application, and the items you have checked above to:  
BALTIMORE CITY DEPARTMENT OF RECREATION AND PARKS  
Permit Office 3001 East Drive  
Baltimore Maryland 21217

IF YOUR EVENT IS CANCELED OR POSTPONED, A COURTESY CALL TO THE PERMIT OFFICE (410-396-6003/7070), MONDAY THROUGH FRIDAY 10:00 A.M. TO 3:00 P.M., WOULD BE APPRECIATED.

## ADDENDUM TO APPLICATION

# FOR PERMIT

(Must be signed and attached to all applications)

**AS A CONDITION OF YOUR PERMIT**  
**PLEASE READ, SIGN, AND DATE**  
**THE FOLLOWING STATEMENT:**

As the contact and/or person responsible for conducting an event on property under the jurisdiction of the City of Baltimore Department of Recreation and Parks, I agree to **END/STOP** all amplified sound and/or music (whether live or recorded) **AT 9:00 P.M.**

I also agree that during my event/activity, amplified sound and/or music must be maintained at a reasonable level so as not to disturb, interfere, or compete with other park activities, or impact on surrounding businesses or neighborhood(s).

Whereas I also agree that during my event/activity, there will be no heavy equipment and/or vehicle on any grass or lawn areas. Parking is **PERMITTED ON PAVED ROADS ONLY**, in parks which are open to vehicular traffic. Please keep in mind that police will ticket vehicles parked on the grass, or when parked on roads posted with "NO PARKING" signs, and in parks posted "OFFICIAL VEHICLES ONLY".

I also agree by signing and dating this form that I have received and will review the copy of Rules and Regulations of the City of Baltimore, Department of Recreation and Parks. I have also been informed that the Baltimore City Police Department and Park Rangers will also enforce the Rules and Regulations.

\_\_\_\_\_  
(Signature and Date)

(FOR OFFICE USE ONLY)

Application Fee	___ Yes ___ No	Check # _____	MO # _____	Receipt# _____
Pavilion/Area Fee	___ Yes ___ No	Check # _____	MO# _____	Receipt# _____

Electric Fee      \_\_\_ Yes    \_\_\_ No      Check # \_\_\_\_\_      MO# \_\_\_\_\_      Receipt# \_\_\_\_\_  
Other Fees      \_\_\_ Yes    \_\_\_ No      Check # \_\_\_\_\_      MO# \_\_\_\_\_      Receipt# \_\_\_\_\_

EXPLANATION OF OTHER FEES OR REFUNDS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D.P.O. # \_\_\_\_\_      Series # \_\_\_\_\_      Date \_\_\_\_\_      Amt \_\_\_\_\_

**NOTIFICATION AND/OR CONTACT WITH APPLICANT**

List dates/time, reason, how contacted (phone/mail), and name of person initiating contact. If the contact was made by telephone and a message was left for the applicant, list the name of the person the message was left with. If notification was sent by mail, attach a copy of the correspondence

---

---

---

---

---

---

---

---

---